

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road, Suite 201 Louisville, Kentucky 40223

Telephone (502) 429-7250, Toll Free: 1-888-373-3300, Fax: (502) 429-7246 Website: www.krec.ky.gov

Reciprocal Licensing Information

Please read information carefully before completing the application

Under **KRS 324.141**, the Kentucky Real Estate Commission (KREC) may enter into reciprocal licensing agreements with other states, **whereby resident real estate licensees in those states may qualify for non-resident licensing** waiving the real estate examination. Listed below are those states with which Kentucky presently has reciprocal agreements: Alabama, Arkansas, Colorado, Florida, Georgia, Illinois, Indiana, Iowa, Mississippi, Missouri, Nebraska, North Carolina, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, West Virginia.

Reciprocity is based on **ACTIVE** licensure at the time of application. Escrowed, expired or cancelled licensees are not eligible.

- **IMPORTANT NOTE: A Sales Associate or Broker Associate IS NOT ELIGIBLE to obtain a license under the reciprocal agreement unless his/her Principal Broker (in the resident state) has already obtained a Kentucky Principal Broker's license.**

The following steps are necessary for all applicants. Please review the state specific requirements as well.

1. **Reciprocal Application**

Must be completed by all applicants for licensure. Make sure the appropriate sections are completed. ***(The application is only valid for six months.)***

2. **Criminal Background Check**

All applicants for a Kentucky license must submit to a criminal background check. See the attached information sheet for more details on this process. **(Criminal Background Checks are only valid for 6 months after they are issued.)**

3. **Certification of License History**

All applicants must obtain a Certification of License History from all states where they have held or currently hold a real estate license. A copy of the license is **not** acceptable. **(Certifications of License History are only valid for 90 days after they are issued.)**

4. **Consent to Service of Jurisdiction**

Must be completed by all non-resident applicants.

5. **Reciprocal Licensing Fee(s)**

The fee is \$55, plus applicable Errors & Omissions Insurance, or proof that the applicant is covered by a Private Carrier (Certification of Coverage form should be completed by Insurance Carrier). Checks should be made payable to KREC.

6. Pre-license Education Requirements for Ohio: All applicants from Ohio will be required to complete a 48 hour Kentucky real estate law class prior to applying for a license. See explanation on page 3.

7. State Law Testing Requirements for Florida, Indiana, Illinois & Ohio licensees:

The examinations are conducted at Kentucky designated test centers. The reciprocal application and the attachments as outlined on the checklist must be submitted to and approved by the Kentucky Real Estate Commission. **Do not register for the exam until you receive the WRITTEN AUTHORIZATION LETTER (cannot be a faxed copy) from the Kentucky Real Estate Commission.** This letter confirms your eligibility to sit for the state law portion of the test as required under the reciprocal agreements with the states listed above. This authorization must be taken to the test center. ****Once approval is given to take the state law exam, an applicant must pass the exam within 6 months. Once the exam is successfully completed, the applicant has 60 days to apply.***

8. Licensing

Properly completed applications for licensure will normally be processed within 5 working days of receipt by the Commission.

■ **Principal Broker**

A Principal Broker may hold his/her license and have other individual licensees affiliated with him/her. In addition to the application, **the Principal Broker must open an escrow account in a Kentucky bank.** There are no exceptions to this law. {There is a section on the application to be completed by bank official}.

■ **Broker**

A Broker Associate must have the Principal Broker with whom they are affiliated in their resident state hold the Kentucky license upon issuance. The Principal Broker must complete the appropriate section on the application. The fee for a presently licensed Sales Associate (in Kentucky) to upgrade to Broker status is \$25.

■ **Sales Associate**

A Sales Associate must have the Principal Broker with whom they are affiliated in their resident state hold the Kentucky license upon issuance. The Principal Broker must complete the appropriate section on the application.

STATE SPECIFIC REQUIREMENTS

Following is a list of the states with which the Kentucky Real Estate Commission has made an agreement for reciprocal licensing. In addition to the general requirements that an applicant must hold an active license in good standing, and must either be a Principal Broker or be licensed with a Principal Broker who is already licensed in both the resident state and Kentucky, the applicant must meet the applicable state specific requirements listed below.

■ **FLORIDA**

Applicants must be legal residents of Florida.

Florida Sales or Broker Associates must apply through the Principal Broker who holds their license in Florida. This principal broker must therefore be licensed to practice in both states.

Applicant must have met Florida's requirements and obtained the license by examination. They must take and pass the law portion of the Kentucky examination. **PRIOR WRITTEN APPROVAL** must be obtained from the Kentucky Commission before scheduling an examination date with the testing service. Please do not send fees with your application. Fees will be collected after the examination.

■ OHIO

Individuals must be a legal resident of Ohio at the time of application.

Ohio Sales or Broker Associates must apply through the Principal Broker who holds their license in Ohio. This principal broker must therefore be licensed to practice in both states.

Brokers must have been actively licensed as a Broker for two years immediately preceding application in Kentucky. Sales Associates must have been actively licensed for one year immediately preceding application in Kentucky.

Principal Brokers must maintain a definite place of business in the state of Kentucky. A physical address is required.

All Ohio licensees must complete a 3 semester credit hour or 48 classroom hours in Real Estate Law from a Kentucky college, university, or approved proprietary school prior to filing an application for licensure. Proof of completion of the course must be submitted with the application. A list of approved and accredited schools is available on the website at www.krec.ky.gov and through fax on demand (1-888-KREC-FAX) Document # 601.

Candidates must take and pass the license law portion of the Kentucky exam. **PRIOR WRITTEN APPROVAL** must be obtained from the Kentucky Commission before scheduling an examination date with the testing service. Please do not send fees with your application. Fees will be collected after the examination.

■ ILLINOIS

Individuals must be a legal resident of Illinois at the time of application.

Illinois Sales or Broker Associates must apply through the Principal Broker who holds their license in Illinois. This principal broker must therefore be licensed to practice in both states.

Brokers must have been actively licensed for two years immediately preceding application in Kentucky.

Candidates must take and pass the law portion of the Kentucky exam. **PRIOR WRITTEN APPROVAL** must be obtained from the Kentucky Real Estate Commission before scheduling an examination date. Please do not send fees with your application. Fees will be collected after the exam.

■ INDIANA

Individuals must be a legal resident of Indiana at the time of application.

Indiana sales or Broker Associates must apply through the Principal Broker who holds their license in Indiana. This principal broker must therefore be licensed to practice in both states.

Candidates must take and pass the license law portion of the Kentucky exam. **PRIOR WRITTEN APPROVAL** must be obtained from the Kentucky Commission before scheduling an examination date with the testing service. Please do not send fees with your application. Fees will be collected after the examination.

Important Note: Kentucky principal brokers who wish to license their firms in Indiana will be required to have a resident Indiana Principal Broker to be responsible for the firm, in accordance with the Indiana law provisions.

▪ **ALABAMA, ARKANSAS COLORADO, GEORGIA, IOWA, NORTH CAROLINA, MISSOURI, SOUTH CAROLINA OR MISSISSIPPI**

Applicant must be a legal resident of the state from which they are applying and hold an active license.

A Broker Associate or Sales Associate must be affiliated with a Principal Broker who is licensed to practice in their resident state. This principal broker must therefore be licensed to practice in both states.

Applicants must have obtained their license by virtue of passing the examination in that state.

▪ **TENNESSEE**

Applicant must be a legal resident of Tennessee.

A Broker Associate or Sales Associate must be affiliated with a Principal Broker who holds their license in Tennessee. This principal broker must therefore be licensed to practice in both states.

▪ **NEBRASKA, or WEST VIRGINIA**

Sales or Broker Associates must apply through the Principal Broker who holds their license in the resident state. This principal broker must therefore be licensed to practice in both states.

Applicant must have obtained the license by virtue of passing the real estate examination.

▪ **OKLAHOMA**

Sales or Broker Associates must apply through the Principal Broker who holds their license in Oklahoma. This principal broker must therefore be licensed to practice in both states.

Brokers and Sales Associates must have been actively licensed for two years immediately preceding the application in Kentucky.

▪ **SOUTH DAKOTA**

Sales or Broker Associates must apply through the Principal Broker who holds their license in South Dakota. This principal broker must therefore be licensed to practice in both states.

All applicants must have obtained the license by virtue of passing the real estate examination. Brokers must have been consecutively licensed for a period of three years prior to application.

MANDATORY ERRORS & OMISSIONS INSURANCE

All active licensees must obtain Errors and Omissions Insurance coverage. Select one of the following options:

- Select the group policy through the KREC. Include the prorated premium for the month (See Proration Chart) in which the license will be issued, along with the proper license fee. All checks must be made payable to KREC. If you choose the group policy, you need to be aware of the following information: "If the insured licensee is not a resident of Kentucky, then this policy only applies to negligent acts, errors or omissions arising out of services committed in Kentucky or related to real estate located in Kentucky."
- Offices/firms located in Kentucky, are also assessed a municipal tax by the city or county where the office is located. Contact the Commission for the amount of tax due before submitting your application or check the web site at www.krec.ky.gov or the fax-on-demand service (1-888-KREC-FAX) documents #501 and #502 for the proration chart.

- Submit proof of coverage through your own private insurer. Make sure that your carrier reviews **201 KAR 11:220**, before completing the “**Certification of Coverage by Private Carrier**” form. This form is the **ONLY** acceptable form of proof of private insurance. A separate form must be submitted for each individual applicant. All private carriers must have at least a B+ rating.

MANDATORY CONTINUING EDUCATION

All actively licensed agents shall be required to attend six hours of continuing education courses sponsored or approved by the Commission. Of the six hours, three hours shall be in courses on real estate law. The course must be at least three hours in length to be acceptable. A licensee shall complete the mandatory continuing education requirement by December 31 of each calendar year. Licensees are not required to attend the continuing education courses during the calendar year of initial license issuance in Kentucky. Please refer to **201 KAR 11:230** in the enclosed License Law Manual for more information.

Important Note: Kentucky does require a state specific continuing education course (the Kentucky Core Course) to be completed by **all active licensees** subject to continuing education once every four years based on the following schedule of birth dates. No other continuing education course will substitute for the Kentucky Core Course.

April, May, June	2004	2008	2012
July, August, September	2005	2009	2013
October, November, December	2006	2010	2014
January, February, March	2007	2011	2015

Continuing education courses taken in other states may be applicable. They must have been taken within the calendar year. A state specific license law class and general skills computer courses are not acceptable. The Commission may also request an outline of the course to determine whether the content is applicable. These classes are reviewed and evaluated on a case by case basis. You will be notified if any course is not acceptable. Call the fax-on-demand service (1-888-KREC-FAX) and ask for document #602 to use when submitting out of state certificates.

Special Notice: All licensees who are issued a Kentucky license must operate in accordance with all Kentucky real estate laws and regulations. It is the licensee’s responsibility to read the laws and regulations and comply with them. **This material is informational only. Any omission in these documents or verbal representation regarding licensure is not a reason for waiver of a licensing requirement.**

The Commission will review and assess each license application upon its submission in accordance with the statutes, regulations, existing reciprocal agreements, and Commission procedures at that time. Laws, regulations and licensing procedures do change periodically.

If you have any questions, please contact the Licensing Department Staff at (502) 425-4273 or 888-373-3300.

Reciprocal License Application Check List

- ☐ Completed and Notarized 2 page Reciprocal Application
- ☐ Completed and Notarized Consent to Service of Jurisdiction form
- ☐ Criminal Background Check Completed and Processed with the FBI in the last 6 months
- ☐ A Certification of License History from every state in which the applicant is licensed. (Must not be more than 90 days old)
- ☐ Broker Associates/Sales Associates only – Principal Broker is licensed in resident state and in Kentucky.
- ☐ Principal Broker Applications only – Escrow Account Verification Completed and Attached
- ☐ Those applying from Ohio only – Completed and attached Certificate from Kentucky Real Estate Law Course
- ☐ A check or money order made payable to KREC for \$55 for license fee and either a Certificate of Coverage for private E & O insurance or a check or money order made payable to KREC for the correct E & O pro-ratio. (see attached chart) **Applicants from Illinois, Indiana, Ohio and Florida should not send any fees with this application. Fees for those applicants will be collected when you send in the application/score report received at the testing center.**

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road, Suite 201 Louisville, Kentucky 40223

Telephone (502) 429-7250, Toll Free: 1-888-373-3300, Fax: (502) 429-7246 Website: www.krec.ky.gov

RECIPROCAL LICENSE APPLICATION

Section to be completed by Reciprocal Applicant: All answers must be either printed in ink or typed.

I am applying for a license as a:

☐ Principal Broker

☐ Broker Associate

☐ Sales Associate

Name _____

Birthdate ____/____/____ Gender ____ SS# _____

Address _____

City _____ State _____ Zip _____

Telephone Number () _____ () _____

Section to be completed by Principal Broker: A Sales Associate or Broker Associate *IS NOT ELIGIBLE* to obtain a license under reciprocity unless his/her Principal Broker (in the resident state) has already obtained a Kentucky principal broker's license.

Principal Broker's Name _____

Firm Name _____

Address _____

City _____ County _____ State _____ Zip Code _____

Telephone Number () _____ Fax# () _____

Is this office located in Kentucky? ☐ No ☐ Yes, answer the following question.

The office is located in the City Limits of _____ or in the
County of _____

I, certify that I am, (or will be) the licensed Kentucky Principal Broker for the individual named above. By accepting this individual's license, I recognize my responsibilities according to KRS Chapter 324.

Principal Broker's Signature

Answer the following questions completely

1. Are you or have you ever held a license in this or any other state?

☐ No ☐ Yes

List each state you are or have been licensed in: _____,
_____, _____, _____. **Attach a Certificate of Good Standing from each State Authority.**
(whether Active or Expired) A copy of the license is not acceptable.

2. Have you ever had a real estate license denied, suspended, or revoked in this or any other state?

☐ No ☐ Yes If yes, explain in detail on a separate sheet.

3. Have you ever been convicted of a felony or a misdemeanor within the last five years or, is there any felony or misdemeanor charge currently pending against you?

☐ No ☐ Yes If yes, explain in detail on a separate sheet.

4. Has any one ever obtained a judgment against you in any court involving real estate?

☐ No ☐ Yes If yes, explain in detail on a separate sheet.

The Commission is expressly authorized to make any investigation it deems necessary in the processing and consideration of my application.

I, the undersigned, in making this application to the Kentucky Real Estate Commission for a license to carry on the business of a Real Estate Sales Associate or Broker, under the provisions of **KRS Chapter 324**, and the Regulations of the Kentucky Real Estate Commission, swear that I have read and am thoroughly familiar with said laws and regulations, and agree to fully comply with them. I further swear that all the information given in this application is true to the best of my knowledge and belief.

Applicant's Signature

Date

Subscribed and sworn to before me this _____ *day of* _____, _____.

My Commission expires _____.

Notary Public

State of

***All non-residents of Kentucky must complete the Consent to Service of Jurisdiction.**

***Principal Broker applicants must have an escrow account verification form completed and attached to their applications.**

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road, Suite 201 Louisville, Kentucky 40223

Telephone (502) 429-7250, Toll Free: 1-888-373-3300, Fax: (502) 429-7246 Website: www.krec.ky.gov

ESCROW ACCOUNT VERIFICATION

Must be completed by a bank official for those applying for a reciprocal principal broker's license

Account must be maintained in a Kentucky Bank/Financial Institution

Principal Broker _____

Firm Name _____

I, certify that the individual named above, who is applying for issuance of Kentucky Real Estate Principal Broker's License, has opened an escrow account with this bank.

The account number is _____.

Bank: _____

Address: _____ City, State & Zip: _____

Bank Official's Signature

Title

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road, Suite 201 Louisville, Kentucky 40223

Telephone (502) 429-7250, Toll Free: 1-888-373-3300, Fax: (502) 429-7246 Website: www.krec.ky.gov

CONSENT TO SERVICE OF JURISDICTION

***To Be Completed By Non-Resident Applicants
Please Print in Ink or Type***

Know All Men By These Presents:

The undersigned individual, _____, being an applicant for a license as a non-resident real estate broker or Sales Associate of the Commonwealth of Kentucky, does hereby irrevocably consent, stipulate, and agree that suits and actions may be commenced against such applicant in the proper court of any county of this Commonwealth in which a cause of action may arise in which the plaintiff may reside, by the service of any process or pleadings shall be taken and help in all courts to be as valid and binding as if the service had been made upon said applicant in the Commonwealth of Kentucky.

Applicant's Signature

Date

Subscribed and sworn to before me this _____ day of _____,

My Commission expires _____.

Notary Public

County of _____ State of _____

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road, Suite 201 Louisville, Kentucky 40223

Telephone (502) 429-7250, Toll Free: 1-888-373-3300, Fax: (502) 429-7246 Website: www.krec.ky.gov

RECIPROCAL STATES

Please refer to the attached sheet for basic instructions and requirements for a reciprocal license in Kentucky. Contact the Commission either by phone or fax to request an application and a copy of the Kentucky License Law Manual, or if you have specific questions.

For Kentucky licensees applying for a license in reciprocal state, you may be required to submit a "Letter of Certification" from the State of Kentucky. To obtain this document submit your written request and a check/money order payable to KREC for \$10 or use our Certification Request Form #302 on our Fax On Demand.

Kentucky has reciprocal agreements/or mutual recognition with the following states, contact them directly for information about licensing or for an application.

Alabama Real Estate Commission
1201 Carmichael Way
Montgomery, AL 36106

(334) 242-5544
fax #270-9118

Arkansas Real Estate Commission
622 South Summit Street
Little Rock, AR 72201

(501) 683-8010
fax # 683-8020

Colorado Division of Real Estate
1900 Grant Street, Suite 600
Denver, CO 80203

(303) 894-2166
fax # 894-2683

Florida Division of Real Estate
400 West Robinson Street, N309
Orlando, Florida 32802

(407) 481-5632
fax #317-7260

Applicants must take state law portion of exam

Georgia Real Estate Commission
229 Peachtree Street, N.E., Ste. 1000
Atlanta, Georgia 30303-1605

(404) 656-3916
fax# 656-6650

Illinois Real Estate Commission
500 East Monroe Street, Suite 200
Springfield, IL 62701

(217) 785-9300
fax# 782-3390

Applicants must take state law portion of exam

Indiana Professional Licensing Agency
302 W. Washington Street, EO34
Indianapolis, Indiana 46204

(317) 232-2980
fax# 232-2312

Applicants must take state law portion of exam*

<u>Iowa Professional Licensing & Reg. Div.</u> 1918 S.E. Hulsizer Road Ankeny, Iowa 50021	(515) 281-7393 fax# 281-7411
<u>Mississippi Real Estate Commission</u> PO Box 12685 Jackson, Mississippi 39236	(601) 932-9191 fax# 932-2990
<u>Missouri Real Estate Commission</u> PO Box 1339 Jefferson City, Missouri 65102	(573) 751-2628 fax# 751-2777
<u>Nebraska Real Estate Commission</u> PO Box 94667 Lincoln, Nebraska 68509	(402) 471-2004 fax# 471-4492
<u>North Carolina Real Estate Commission</u> PO Box 17100 Raleigh, North Carolina 27619	(919) 875-3700 fax# 872-0038
<u>Ohio Division of Real Estate</u> 77 S. High Street, 20th Floor Columbus, Ohio 43215 ***Law Course and State Law Portion of Exam required ***	(614) 466-4100 fax# 644-0584
<u>Oklahoma Real Estate Commission</u> 2401 NW 23 rd St., Suite 18 Oklahoma City, Oklahoma 73107	(405) 521-3387 fax# 522-8564
<u>South Carolina Real Estate Commission</u> PO Box 11847 Columbia, South Carolina 29211	(803) 896-4400 fax# 896-4404
<u>South Dakota Real Estate Commission</u> 425 East Capitol Ave Pierre, South Dakota 57501	(605) 773-3600 fax# 773-4356
<u>Tennessee Real Estate Commission</u> 500 James Robertson Parkway, Suite 180 Nashville, Tennessee 37243	(615) 741-2273 fax# 741-0313
<u>West Virginia Real Estate Commission</u> 300 Capitol Street Suite 400 Charleston, West Virginia 25301	(304) 558-3555 fax# 558-6442

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road, Suite 201 Louisville, Kentucky 40223

Telephone (502) 429-7250, Toll Free: 1-888-373-3300, Fax: (502) 429-7246 Website: www.krec.ky.gov

PRIVATE CARRIER CERTIFICATION OF COVERAGE

Under KRS 324.395 and 201 KAR 11:220

Please type or print legibly in ink:

I hereby certify that the insurance company listed below has at least a "B+" or better rating from the A.M. Best Insurance Rating Service. I further certify that:

Licensee Name: _____

Real Estate Company Name: _____

Address: _____

Insurance Company: _____

Policy Number: _____ Policy Date(s): _____

Minimum requirements for coverage

Limit of Liability:	_____	no less than \$100,000
Deductible:	_____	may not exceed \$2,500
Annual Aggregate:	_____	none, or no less than \$1,000,000

is insured against claims resulting from real estate agents' errors and omissions and the above-referenced policy includes, at a minimum, the standards set forth in 201 KAR 11:220 and the Kentucky Real Estate Commission bid specifications for errors and omissions insurance.

It is further understood and agreed that the coverage for the person(s) insured by this policy may not be terminated, canceled, lapsed or non-renewed, regardless of cause or reasons, without the Company having provided the Kentucky Real Estate Commission, 10200 Linn Station Road, Suite 201, Louisville, Kentucky 40223 with prior written notice.

Authorized Insurance Representative

_____	_____	_____
Signature	Title	Date

Address: _____

Submit one certificate for the entire real estate company, along with an alphabetized list of all licensees covered by this policy.

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road, Suite 201 Louisville, Kentucky 40223

Telephone (502) 429-7250, Toll Free: 1-888-373-3300, Fax: (502) 429-7246 Website: www.krec.ky.gov

Errors & Omissions Insurance Group Policy Premium

Pro-ration Chart

For Out of State Licensees 2004-2005

Policy Year—April 1, 2005 through March 31, 2006

Persons licensed during the policy year must pay the following prorated premium based on the month the license is issued or provide proof of coverage through a private carrier (certification form is also attached). This fee is in addition to the other required licensing fees. All checks should be made payable to the Kentucky Real Estate Commission—(KREC).

The KREC group policy is handled through Continental Casualty Company, a member of the CNA Financial Corporations Group (Rice Insurance Services Company), PO Box 6709, Louisville, Kentucky 40206. Phone: (800) 637-7319.

Month	E & O Premium/Processing Fee
March 2005	\$41.22 (pro-ration) + 152.10
April, May and June, 2005	\$152.10
July, August and September, 2005	\$116.58
October, November and December, 2005	\$81.05
January, February and March, 2006	\$45.53

***Applicants applying in March need to contact the Commission for the full year E & O proration to add to the March amount, as March is the renewal month for Kentucky licensees.*

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road, Suite 201 Louisville, Kentucky 40223

Telephone (502) 429-7250, Toll Free: 1-888-373-3300, Fax: (502) 429-7246 Website: www.krec.ky.gov

Criminal Background Requirements

KRS 324.045 (4) and 201 KAR 11:430

This notice should be provided to all new students and candidates for a license through a reciprocal agreement. Please read this notice carefully. Applicants applying for a license under a reciprocal agreement should refer to the reciprocal license instructions and application information for requirements which may be applicable to their situation.

All persons applying for a Kentucky Real Estate License on and after July 1, 2001 shall submit proof of a FBI Criminal Background Check to the Commission as a part of the application for a real estate license. This record must indicate that there have been no felony convictions at any time or any misdemeanor convictions within the previous five-year period. Some examples of misdemeanors which may be subject to a Commission investigation include: DUI, sexual assault, certain theft charges, and certain drug convictions. In general, speeding and minor traffic violations would not be misdemeanors. Some serious traffic violations could be misdemeanors.

Where can I obtain the necessary FBI forms? To obtain the fingerprint cards, check with your local law enforcement agency, the Kentucky State Police (check www.kentuckystatepolice.org/post.htm for the nearest location), or call the West Virginia office of the FBI at 304-625-3878. If you contact the FBI, ask for the fingerprint card and for information to obtain an identification record check **for personal review.**

Who will take my fingerprints? Most local law enforcement agencies, county sheriff's departments, and some city and county police departments, or any state police post may be able to take your fingerprints. In Louisville, the Department of Corrections located at the county jail on Sixth Street handles fingerprinting services for the Jefferson County Sheriff's Department. Some law enforcement agencies may charge a fee for fingerprinting services. The cost may vary.

What is the cost and where do I send it? Send the completed fingerprint card, a short letter (A sample letter is attached or is available from your school.) advising the FBI that the report is **desired for personal review**, and a certified check or money order, payable to the Treasury of the United States, in the amount of \$18 to the address listed below. If all items are not included, the request will be returned to you by the FBI for correction.

Federal Bureau of Investigation
Criminal Justice Information Services Division
SCU MOD D2
1000 Custer Hollow Rd.
Clarksburg, WV 26306
304-625-2000 to check the status of your report

This is the only acceptable method for obtaining the report and is based on information we have received from the FBI, in accordance with the provisions in our license law.

What if my report comes back indicating that the prints are unreadable? If a criminal background report comes back from the FBI indicating that the prints are unreadable, the applicant should have the second set of prints done at the nearest State Police Post and resubmitted to the FBI for processing. If the second report comes back with the same result, then the Commission as an affidavit that the applicant can sign before a notary to use for the issuance of the license. All of the original fingerprint cards and reports must be submitted along with the affidavit in order for the

affidavit to be valid. If the candidate goes to the State Police Post first and that report comes back unacceptable, then they must have the prints done at one other location. Thus, no license will be issued to an applicant (using an affidavit) unless there have been at least two FBI reports obtained that indicate a failure to read the prints, one of which resulted in the fingerprints being done by the Kentucky State Police.

Also, we cannot accept a copy of a report that has been done for any other entity or organization. Applicants must have their prints taken and forwarded to the FBI for processing. The original fingerprint card and report must be submitted along with the application for a license.

How long does this process take and how long is the report valid? Approximately **8-12 weeks**, upon submission of the fingerprint card to the FBI. Thus, you should apply for the criminal background report at least 12-14 weeks before you plan to take the examination or submit an application for a license by reciprocity. We might suggest that you send the information by UPS or next day air from the postal service. **The report is only valid for six months.**

What should I do if my report is clear? **The report will be mailed directly to you.** Keep the report. The original report(s) and fingerprint card **must be attached** to your application and submitted with the other documents that are required to obtain your license. Photocopies of the fingerprint card and/or the written report from the FBI are not acceptable.

What happens if I have a misdemeanor or a felony on my record? You must submit the criminal background report and card to the Commission within five days of receipt of the FBI identification record. The Commission will then require that you complete a Privacy Act Waiver and will begin an investigation. Following the completion of the investigation, the applicant will either be allowed to continue with the education and testing process to apply for a license or directed to appear before the Commission for a hearing.

If a conviction is noted, how long will the Commission's investigation process take? Approximately 60-90 days depending upon how quickly all of the documents are returned to the Commission and the backlog of cases.

May I take the test after I have completed my coursework and submitted my request for the criminal records check? YES, as long as you have completed the fingerprint process and have mailed your request to the FBI for the background check to be completed. When you call to make a reservation for the examination, the testing service will ask whether you have been fingerprinted and have applied for the FBI criminal background check.

IMPORTANT NOTE: Regulation 201 KAR 11:210 (6) requires that all exam candidates apply for their license within 60 days of the examination date. If you delay requesting the background report and take the exam without having applied to the FBI for the criminal check, your test scores can be invalidated. Remember that the final background report must be attached to your application for a license and applicants must apply for their license within 60 days of the date of their examination. See Regulation 201 KAR 11:210 (6). **If you take the examination without having fulfilled this requirement, you may run the risk of having your scores invalidated, thus requiring a retest.**

Persons with any felony conviction or certain misdemeanors (within the last five years) SHOULD NOT enroll in classes and/or pay tuition or fees for courses or take the examination until the Commission has determined your eligibility for a license. If you continue with classes and take the test, you do so at your own risk.

If you have further questions, contact the Commission office.

Federal Bureau of Investigation
Criminal Justice Information Services Division
1000 Custer Hollow Road
Clarksburg, WV 26306

RE: CRIMINAL BACKGROUND CHECK

I am requesting this background check and report for a personal review. Enclosed is the required, completed fingerprint card, along with the \$18 processing fee. (Certified check or money order, payable to: Treasury of the United States).

PLEASE RETURN THE REPORT TO ME AT THE FOLLOWING ADDRESS:

Printed or Typed: _____

Full Legal Name

Street Address

City, State, Zip Code

Signature

Date